"NEWS YOU CAN USE"

October 8, 2008

(Issue # 391)

Web-based Training Pilot: As previously announced, the Bureau of Elections, in partnership with the Michigan Virtual University, has developed a one-hour web-based training program on "Managing the Polls on Election Day." This course will be used as the model for future web-based training courses and programs offered by the Bureau including Michigan's Clerk Accreditation Program. Our goal is to incorporate web-based training as a complement to the current face-to-face training programs.

The pilot course will be released on Monday, October 13. Instructions for accessing the course can be found at the end of this communication. Once released, the course may be accessed at any time from any computer that has Internet access. You may take the course as many times as you wish. If you are unable to complete the course in one setting, you can return to the course at another time. When returning to the course, you will receive a prompt asking if you would like to continue from where you left off or go back to the beginning. At the end of the course, you will be asked to complete a short evaluation regarding the course content and format. The feedback that you provide will be used to make enhancement to this course as well as future web-based training courses that will be offered by the Bureau.

Due to the overwhelming response received following last weeks announcement, we have arranged to make this course available to <u>all</u> county, city, township and village clerks. <u>To access the course, however, you must first register in LearnPort</u>. Instructions for registering in LearnPort are detailed below. The registration process will take about 5 minutes to complete.

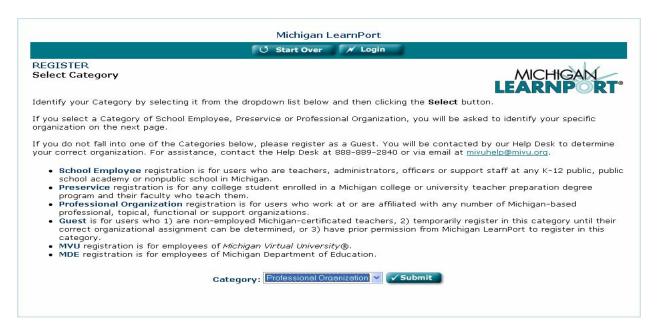
Registering in LearnPort

STEP 1: To register, go to www.learnport.org and click on New User? CLICK HERE..

STEP 2: Enter your desired login ID and password. Your Login ID and Password should consist of at least four letters and/or numbers. The password is also case-sensitive. If an existing user has already requested the username you selected, you'll be prompted to select a new login ID.

Michigan LearnPort	
Register \(\sum_\) Login	
REGISTER Establish Login & Password MCHIGAN LEARNPORT*	
To begin registration, type a Login ID and Password. You will enter these each time you access the site. Your Login ID and Password should consist of at least four letters and/or numbers. Your Password is case-sensitive.	
Login ID: temp	
Password: *******	**
Confirm Password:	NA CONTRACTOR OF THE CONTRACTO
√Su	ubmit
Use of this site signifies your agreement to the access agreement.	
Copyright © Meridian Knowledge Solutions, LLC 1997-2007	

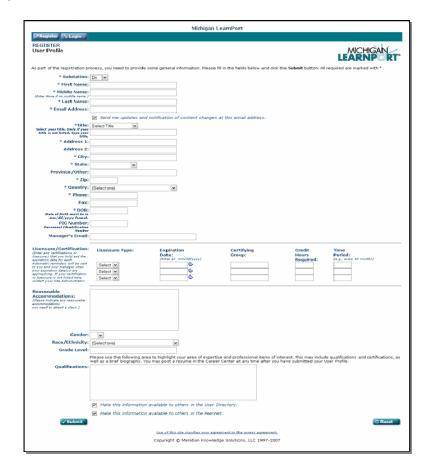
STEP 3: Identify your Registration Category by selecting Professional Organization from the dropdown list below. Click the **Submit** button.



STEP 4: Identify your Professional Organization by selecting "Secretary of State: Bureau of Elections" from the alphabetical dropdown list. (NOTE: "Secretary of State, Bureau of Elections" is located <u>near the bottom</u> of the dropdown list.) Click the **Select** button. When you see the Confirmation screen, click on the **Submit** button.

Michigan LearnPort		
○ Start Over		
REGISTER Select Professional Organization	MICHIGAN LEARNPORT®	
On this page you will be asked to select your Professional Organization. If your Professional Organization is not listed below, click on the "Return to Category Selection page" link and register as a Guest. You will be contacted by our Help Desk to determine your correct organization. For assistance, contact the Help Desk at 888–889-2840 or via email at <u>mivuhelp@mivu.org</u> .		
Identify Your Professional Organization Highlight your Professional Organization in the dropdown list below then click on Select		
Professional Organization: Secretary of State: Bureau of Elections		
Yes, I work at or am affiliated with this organization. Select		
Return to Category Selection page and start over		

STEP 5: You will then be prompted to complete a short User Profile. Please complete just the fields that are identified with an asterisk.



STEP 6: Click on the **Submit** button at the bottom of the page. You will be taken to the Registration Confirmation page which shows that the registration was successfully completed.

For registration assistance, please call: 1-888-889-2840.

To Access the Pilot Course on or after Monday, October 13....

Go to www.learnport.org and enter your Username and Password.

- 1. Click on "Courses" on the left hand side
- 2. Select "Catalog"
- 3. In the Keyword text box, enter "election" and click "Search."
- 4. When you see the link to the course, click on it.
- 5. Next, click the button labeled "Take Course".

You will see a list of course modules on the left side. Click on the first module to begin the course.

Again, we thank you for your assistance with the evaluation of the web-based training course.

Questions? Please contact Sue McRill at (517) 241-2543 or McRillS@Michigan.gov.